

WARREN COUNTY, INDIANA  
HIGHWAY DEPARTMENT  
425 WEST WASHINGTON STREET  
WILLIAMSPORT, INDIANA 47993  
PHONE: 765-762-6181 FAX: 765-762-6182

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## **Request for Proposals Notification**

**Re:** Warren County Bridge Inventory & Inspection Program

**Posting Date:** Tuesday, December 4, 2007

**Response Due Date and Time:** Proposals must be submitted on or before Tuesday, December 18, 2007 by 9:00 A.M. (local time)

**Project Location:**

This request for proposals is the official notice of needed professional services for Warren County, Indiana. Services for this project will include the following:

Re-inspection of all county bridges (approximately 95) within Warren County

**Contact for Questions:** Mr. Donald D. Brooks  
County Highway Supervisor  
425 West Washington Street  
Williamsport, Indiana 47993  
Phone: 765-762-6181 Fax: 765-762-6182

**Submittal Requirements:**

- 1) **Letter of Interest** (required content and instructions follow) Please send four (4) Copies.
- 2) **One (1) signed Affirmative Action Certification and associated required documents** for all items with Disadvantaged Business Enterprise (**DBE**) goals (sample form attached at end of RFP)
- 3) **Submit Responses To:**

Board of Commissioners of Warren County  
Attention: Michelle Hetrick, Auditor  
Courthouse  
125 North Monroe  
Williamsport, Indiana 47993

## **Selection Procedures:**

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the received submittals is included for your reference at the end of this RFP.

The selected consultant must be pre-qualified by the Indiana Department of Transportation (INDOT).

The assigned Project Manager must be either an Engineer or INDOT Certified Technician.

## **Requirements for Letters of Interest (LoI)**

### **A. GENERAL INSTRUCTIONS FOR PREPARING AND SUBMITTING A LETTER OF INTEREST (LoI)**

- 1) Provide the information as indicated in Item B, in the same order listed, and signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless noted otherwise in the item description.
- 2) Lols shall be limited to a total of twelve (12) 8 1/2" pages x 11" pages. The **first ten (10) pages** will include information pertaining to **IDENTIFICATION AND QUALIFICATIONS** of the firm. Unless otherwise noted in the description the **last two (2) pages** of the LOI will include information pertaining to **KEY STAFFING AND PROJECT APPROACH**.
- 3) Lols must be received on or before Tuesday, DECEMBER 18, 2007 BY 9:00 A.M. (LOCAL TIME) to be considered. Any responses received after the deadline will not be eligible for consideration. Submittals must include all required attachments to be considered for selection.

### **B. LETTER OF INTEREST CONTENT**

- 1) **IDENTIFICATION AND QUALIFICATIONS** (10 Page Maximum)
  - a) Provide the firm name, address of the responsible office from which the work will be performed and the name and e-mail address of the contact person authorized to negotiate and contractually bind the firm for the associated work.
  - b) List all proposed sub-consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub-consultant (sample Affirmative Action Certification attached at end of RFP). For a current listing of eligible INDOT pre-qualified DBE firms logon to the INDOT website at: <http://www.in.gov/dot/div/legal/rfp/eligiblefirms.xls>
  - c) Provide staff resumes, relevant work experiences, expertise, and/or qualifications directly applicable to the associated work.

## 2) **KEY STAFFING AND PROJECT APPROACH** (2 Page Maximum)

- a) Identify the Project Manager and other key staff members, including key sub consultant staff. For each key staff member to be assigned to the project include the percent of time that each individual will commit to the proposed contract. Include any relevant experience on similar projects of key staff members and how it relates to the work anticipated for this project.
- b) Discuss the capacity of your staff and your ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c) Describe your firm's Project Approach relative to the advertised services. Demonstrate your firm's technical understanding of the project and services required as related to past experience on similar projects and your firm's qualifications. Verify that your firm has visited the project site.

### **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form is required for **all** items that identify a DBE or MBE/WBE goal, greater than “0”, in order to be considered for selection. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form.

**Copies of DBE certifications, as issued by INDOT, or MBE/WBE certifications, as issued by IDOA, are to be included as additional pages after the form, for each firm listed.**

If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies).

Please review the DBE program and/or MBE/WBE program as applicable based on any goals set and complete the DBE Affirmative Act Certification Form or the MBE/WBE Affirmative Action Certification Form as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT’s DBE/MBE/WBE Program Information is available at **Department’s Website**.

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the “Prequalified Consultants” link available from the **Department’s Website**.

**DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime’s status of DBE/MBE/WBE.**

## **WORK ITEM DETAILS**

Local Public Agency Name: Warren County, Indiana

Project Location: Warren County, Indiana

INDOT District covering project: West-Central District

INDOT Des#: (If Known) 0710920

Project Phases Included: Phases I and II Bridge Inspection and Two-Year interim re-inspection

Project Description: Re-inspection of all county bridges (approximately 95) within Warren County

Estimated Construction Amount: Not Applicable

Funding: 80% Federal Funding Involved 20% Local

Term of Contract: Phase I – Fall 08 to Spring 09  
Phase II – Fall 10 to Spring 11

DBE Goal: 0%

Pre-Qualification Requirements: 14.1, Regular Bridge Inspection  
14.2, Complex Bridge Inspection  
14.5, Bridge Load Capacity Rating and Other Bridge Analysis/Testing

The selected consultant must be pre-qualified by the Indiana Department of Transportation (INDOT).

The Project Engineer must be a Registered Professional Engineer in the State of Indiana.

# LPA Consultant Selection Rating Sheet

Selection Rating for RFP : Warren County Bridge inventory & Inspection Program

Des No: Not Applicable

Consultant Name: \_\_\_\_\_ Services Description: County-wide Bridge Inspection

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills			10	
	Demonstrated outstanding experience in similar type and complexity	2			
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
	Insufficient Experience	-3			
Approach to Project	Project understanding and innovation that gives cost and/or time savings.			15	
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time			20	
	Availability of more than adequate capacity that results in added value	1			
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable			15	
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	Location of assigned staff office relative to project			5	
	Within 50 Miles	1			
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total:					

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**AFFIRMATIVE ACTION CERTIFICATION  
GRAHAM ROAD RECONSTRUCTION IN GREENWOOD, INDIANA  
CONSTRUCTION ENGINEERING SERVICES**

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I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see [www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).)

I understand and agree that all sub-consulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned % to be paid to DBE</u>
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DBE SUBCONSULTANTS TO BE USED BEYOND GOAL(RACE/GENDER CONSCIOUS)

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned % to be paid to DBE</u>
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Total Dollar Amount Credited toward DBE Goal (Race/Gender Conscious): \_\_\_\_\_

Total Dollar Amount of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_